

## NoodleTools: How to Revalidate Your Personal Folder

Every school year, Noodletools will ask you to revalidate your personal folder. This may happen over the summer when you enter your Summer Reading List. If you are asked to **Revalidate Personal Folder** when you log into Noodletools, you will see this screen:

### Revalidate Personal Folder

The login you entered is correct, but it is time to revalidate your personal folder (either the subscription login has changed recently, or it has been over a year since you revalidated your account). Please log in to your school or library subscription below to revalidate your personal folder. If you do not know the login, you will need to ask your librarian or teacher for it.

Note: If your school/library does not use a username/password for access, you may be required to log in once from on-campus in order to revalidate your account.

#### Brookline Public Schools

School/Library Username:

School/Library Password:

### Step 1

Enter the following:

School/Library Username: **runkle**

School/Library Password: **brookline**

Click Sign In

### Step 2

On the next screen, Update Your User Profile, check over the information and be sure to the year of graduation from Runkle is correct: **2015 - Gr.8, 2016 - Gr.7**

### Update Your User Profile

Since you're about to start a new school year, we'd like you to update your personal profile. Please check to be sure we have your school and date of graduation correct (if applicable). Remember that you can always click "My Account" after you log in to your folder to update these settings in the future.

#### About You

School / location:

Expected year of graduation:

#### Easy Login Retrieval

Just in case you lose your personal ID or password, provide your first/last initials and the last 4 digits of your phone number so that we can identify your account and help you out.

Initials:  (e.g. "JS" for John Smith)

Phone:  (last 4 digits only)

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Click Save Profile.